

SECRET

2003/03/28

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Financial Records Retirement Program

REFERENCES : (a) Your Memorandum, Same Subject, dated
11 December 1967

(b) Memorandum for DDS from Director of
Finance, Same Subject, dated
2 February 1968

(c) Retirement Schedule Approved by the
Comptroller General

1. This memorandum contains a recommendation for your approval.
The recommendation is contained in paragraph 5.

25X1A 2. As a matter of general information the volume of financial records now [redacted] totals approximately 10,000 cubic feet; of this total approximately 8,000 cubic feet are covered by reference (c). The records not covered by reference (c) represent for the most part retired records which will be destroyed at the expiration of retention periods already specified in previously approved schedules. An estimated 3,000 cubic feet of the records covered by reference (c) are of an age which can be destroyed at this time subject to the satisfactory resolution of two points which are discussed in the next paragraph. These latter records are comprised principally of original vouchers and supporting documentation created at Headquarters and at field stations. The retention period provided by the retirement schedule is 12 years for such vouchers except for payroll vouchers for indigenous employees for whom individual pay cards are not maintained; a 56 year retention period is prescribed for the latter category of voucher.

3. The two points for which policy determinations are desired are as follows:

- a. The original payroll vouchers for indigenous employees for which a 56 year retention period is prescribed are included with the original vouchers of field

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stations for all other transactions for which a 12 year retention period is prescribed. The vouchers for accountings by Class B and Class C stations which are certified and vouchered at Headquarters are intermingled throughout the entire lot of original vouchers prepared at Headquarters. There is no economically feasible way to identify the specific vouchers for which a 56 year retention period is applicable.

We see no practical necessity for the retention of payroll vouchers for indigenous employees for more than 12 years. In our review of records retirement schedules which have been developed by the General Services Administration for general use by Government agencies we find no special reference to payroll vouchers for indigenous employees. It is to be noted in this connection that the Comptroller General in his approval of the Agency records retirement schedule stated:

"Since these standards are generally patterned after retirement standards for similar records approved for other departments and agencies, I concur in their adoption."

As a matter of interpretation, therefore, we suggest that the Comptroller General statement be considered as an approval in principle. On this basis, we believe it would be appropriate to modify the schedule to provide a 12 year retention period for these vouchers, consistent with retirement standards for similar records approved for other departments and agencies.

- b. The Office of Security in a previous review of a proposed records schedule recommended a retention period of 20 years instead of 12 years for the types of records described in items 1a and 2c of reference (c). That recommendation is stated in the attached memorandum to the Special Support Assistant to the DDS from the Deputy Director of Security dated 11 December 1963, and was based on the premise that such records had proven useful on occasion in security analyses. We were informed on 5 February 1964 by route sheet also attached that the DD/P concurred in those views.

There have been relatively infrequent requests by the Office of Security and DD/P components for searches of old financial records. Clearly this Office is not in

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a position to judge whether the benefits derived from these searches warrant the cost of retaining this type of record for an additional 8 year period. The annual costs of such additional storage based on the most recent storage cost estimate of \$1.88 per cubic foot per annum are estimated at \$4,500 per year based on an estimated records accumulation of 300 cubic feet per year of these records.

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4. Destruction of any significant quantity of financial records [redacted] must be deferred until the above points are resolved. Unless we modify the 56 year retention period for the payroll vouchers for indigenous employees, it will be necessary as a practical matter to apply that retention period to the entire category of original vouchers which represents about 80 percent of the records which could otherwise be destroyed now under the recently approved schedule. If the retention period for such payroll vouchers is modified, a 20 year retention period must be applied to the entire category of original vouchers unless the Office of Security and DDP positions are modified. We have no reservations whatsoever in reiterating that a maximum retention period of 12 years is fully adequate insofar as Office of Finance requirements are concerned.

5. It is recommended subject to Director of Security and Deputy Director for Plans agreement that a maximum retention period of 12 years be applied to all original vouchers including payroll vouchers for indigenous employees (item 2b of reference (c)). Copies of this memorandum are being provided to the Director of Security and to the Deputy Director for Plans for consideration of their interests in this matter.

[redacted]
R. H. FUCHS
Director of Finance

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The recommendation in paragraph 5 is approved:

Deputy Director for Support

Date

Distribution:

- Original & 2 - Addressee
 - 1 - Deputy Director for Plans
 - 1 - Director of Security
 - 2 - Records Mgmt. Officer/OF
 - 2 - Director of Finance Subj., Chrono
 - 1 - OF Registry
 - 3 - PPS Files

never approved.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Financial Records Retirement Program

FROM:	EXTENSION	NO.	
		NO.	DATE
Deputy Director for Support 7D-26 Headquarters			
TO: (Officer designation, room number, and building)	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED	
1. Director of Security 4E-60 Headquarters		4/22/68	3 to 1:
2.			For your review and comment on paragraph 5 of the attached memorandum
3. Deputy Director for Support 7D-26 HQS			
4.			
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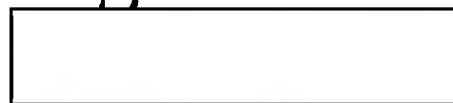
John W. Conley
Acting Deputy Director
for Support

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1 to 3:

Members of my Staff have reviewed the attached papers and concur in the recommendation for a maximum retention period of twelve years as stated.

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Howard S. Osborn
Director of Security
22 APR 1968